

S E C R E T

READ & DESTROY

5 July 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Acting Director of Logistics

SUBJECT: Report of Significant Logistics Activities
for Period Ending 5 July 19841. Progress report on tasks Assigned by the DCI/DDCI:No tasks assigned during this reporting period. 2. Events of Major Interest that have Occurred
During the Preceding Week:

a. New Building Project: On 28 June, the National Capital Planning Commission (NCPC) gave final approval on all of the site and building designs. The Agency agreed to present the Route 123 road improvement for NCPC review when the design is agreed to.

New Building Project: On 28 June, the General Services Administration awarded the construction contract on Bid Package No. 3, Power House Modifications, to MCI Constructors, Incorporated, for \$15,899,491.

b. Hydraulic Barricades: One barricade has been installed at the Route 123 Entrance to the Headquarters compound, and work continues on the barricades at the George Washington Parkway Entrance.

c. Quality of Life: Capital Hill Flooring Company will begin replacing the floor tile on the ground floor of the Headquarters building on the evening of 9 July 1984, instead of 2 July as they had expected.

S E C R E T

S E C R E T

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d. Removal of Pay Telephone Booths: On 9, 10, and 11 July, due to low usage, the C&P Telephone Company will begin removing the following pay telephones and booths on the Headquarters compound:

LOCATION	NUMBER
GA33	1
GC20	1
GH34	2
1D39	1
2F12	1
3C49	1
4F12	1
5C49	1
6F14	1
7C45	1
Headquarters Garage	1
P&PD Building First Floor	1

25X1

e. Damage to Vehicles: On 27 June, a vehicle of the Mail and Courier Section, OL, sustained considerable damage when a hydraulic barrier was accidentally raised by a guard on duty at the Pentagon. One guard had motioned to the driver to proceed. As he did so, another guard, operating the barrier, either did not see the first guard's motions or was not paying attention to the approaching vehicle, and he raised the barrier. The vehicle was completely disabled, suffering a broken radiator and fan, grill damage, and possible frame damage. Fortunately, there were no apparent injuries to personnel.

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f. Defense Mapping Agency: A Memorandum of Agreement is being drafted that calls for reimbursable Printing and Photography Division support of a Defense Mapping Agency requirement to convert magnetic tapes to microfiche. The initial requirement is for 15 tapes with an additional tape each month thereafter. The data consists of compartmented information used to support Intelligence Community operations.

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S E C R E T

S E C R E T

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25X1 h. Packing Workload [] OL: The number of
line items received for packing during the week of 25 June
reached an all time high with 1,540 line items. The average
number of line items varies from 1100 to 1200 items per week.

25X1 i. Logistics Integrated Management System (LIMS): A
five-page LIMS questionnaire was prepared and forwarded to
thirty-six components that submit requests for materiel and/or
services to the Office of Logistics. Responses to the
questionnaire are expected to provide valuable insight into
customers access to terminals/printers, the system experience
of those who will be utilizing LIMS and the approval process
currently followed by each component. Customers have been
asked to return completed questionnaires by 20 July. []

25X1 LIMS: A strategy for the successful completion of the
Critical Design Review (CDR) has been submitted by Booz Allen
& Hamilton (BAH) and by the government. Completion of CDR has
been rescheduled for 26 and 27 July. THE BAH project manager
has stated that this delayed completion of CDR will not cause
a slip in the Basic Operation Capability which is still
scheduled for February 1985. []

25X1 j. Ames, Key, Chamber of Commerce Buildings: The parking
leases on the above mentioned buildings have been completed
and ratified. The takeover was completed on 1 July.
Contracts have been awarded to Glen Industrial Communications,
Incorporated for the installation of CCTV cameras, parking
controls and guard booths at the Ames, Key and Chamber of
Commerce buildings. Separate contracts were prepared for Ames
(\$56,591), Key (\$31,367) and Chamber of Commerce (\$18,844).
Work will begin at Key Building during the week of 9 July.

25X1 k. 2430 E Street: In response to continuing air
conditioning problems in the South, Central and East
buildings, a contract was let to the engineering firm of
Lee-Thorp to quickly identify equipment problems, propose
solutions, estimate costs and provide a priority listing for
accomplishments. The initial site visit by Lee-Thorp's team
is scheduled for 5 July. []

1. Meeting with Mr. Bill Jenkins, Director of Real Estate
Division, National Capital Region, GSA: Representatives of OL
met with Mr. Bill Jenkins on 26 June to discuss relationships
of mutual concern on matters dealing with real estate
acquisitions. As a result of the meeting, Mr. Jenkins agreed
to negotiate a supplemental lease agreement with the lessor of

S E C R E T

S E C R E T

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25X1 the [] which will provide for a right of first
refusal for any space and the warehouse which might become
available at the building in the future. We also informed Mr.
Jenkins that it would be necessary for the Agency to remain in
the Rosslyn area buildings we currently occupy until such time
as we are able to move into the new Headquarters building.
25X1 Since the leases on these buildings are due to terminate
before that time, we asked that GSA plan accordingly for our
continued occupancy. []

25X1 m. TDY - Director of Logistics: On 4 July, the Director
of Logistics returned from a three-week TDY overseas. []

25X1 n. Briefing on the M&O Contract: On 5 July, the
contracting officer and other OL representatives briefed the
DDA on the M&O contract. []

3. Significant Events Anticipated During the Coming Week:

25X1 a. New Building Project: On 9 July, the New Building
Project Office, OL, will present the preliminary block
planning proposal for the new Headquarters Building occupancy
to the Deputy Director for Administration. []

25X1 b. DDCI Visit: The Office of Logistics is planning for
25X1 the DDCI visit to Central Depot on 9 July and OL []
25X1 on 11 July. []

S E C R E T